

Office of State Fire Marshal Interdepartmental

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MEMO

To: Plan Review Staff
From: Mark Gates
Date: June 26, 2001

Re: Return of Reviewed Plans

It is currently the policy of the Plan Review Section to return plans and specifications only to the submitting professional of record ("POR") or owner where a POR is not required.

If a request is received to mail the reviewed plans to anyone else, a letter from the submitting POR or owner must be on file and attached to the application before the plans are released. This letter becomes a permanent part of the project file.

"Post-It" note instructions cannot be honored as sufficient notification to release the plans. Faxed letters on company letterhead are acceptable. If plans are released to anyone other than the POR or owner, the SMART project record should be noted: "Plans mailed to (person, address) per POR or owner request."

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